

HIRING EMPLOYEES THROUGH RCUH

RCUH EMPLOYMENT CATEGORIES

Recruited Positions (must be openly recruited and the selectee must be approved by RCUH Human Resources):

- **Regular-Status Hire:** All Regular-Status positions are subject to the RCUH Human Resources policies and procedures and are eligible for the standard employee benefits package, subject to meeting eligibility criteria.
- UH Service-Ordered projects must obtain approval to hire through the UH Office of Human Resources, before submitting a request.

Non-Recruited Positions (a contingent offer of employment can be made to an individual without prior approval from RCUH Human Resources):

- **Temporary Hire:** An employee hired for a period not to exceed 20 weeks within a one-year period, irrespective of the number of temporary positions held.
- **Student Assistant:** An employee enrolled as a student in a degree program at a school, college, or university, generally hired to work part-time, up to 20 hours/week (50% FTE).
- **Intermittent:** An employee hired to work on an on-call, as-needed basis. RCUH Human Resources conducts audits on a regular basis. Employees who are found to have worked an excessive number of hours or who have not worked within a six-month period may result in a termination action.
- Non-recruited hires are non-exempt hires (eligible for overtime compensation) and must be compensated at an hourly pay rate.
- RCUH is required by the federal Patient Protection and Affordable Care Act (ACA) to provide any employee with an affordable medical plan if they meet one of the following eligibility requirements:
 - Prior to hire: Your project anticipates a Temporary Hire or Student Assistant to work at least 30 hours per week (75% FTE)
 - After hire: Any hire category who works at least 30 hours per week and 130 hours in a calendar month (RCUH will track the number of hours worked)

If the employee decides to enroll in this affordable RCUH medical plan, then the employee's hourly rate must be adjusted to the prevailing ACA minimum wage to meet the ACA compliance requirements. The cost of the premium will be split between the employee and your project.

- Other than ACA medical plan coverage, non-recruited hires are not entitled to employee benefits other than statutory benefits, such as unemployment insurance, workers' compensation, and FICA (Social Security and Medicare taxes).

HIRING PROCESS FOR REGULAR-STATUS EMPLOYEES

1. Obtain Approval to Hire through RCUH (Attachment B Form)

- Initiate an RCUH Attachment B/PRF request in the RCUH Human Resources Portal.
- Complete Steps 1 & 2 of the process. Step 2 is the Attachment B form (for UH Service-Ordered Projects only). Complete and submit the Attachment B form.
- This request is reviewed by the UH Office of Human Resources and the Vice President for Research and Innovation. RCUH does not have the authority to approve these requests or the ability to expedite the request.
- *The Attachment B requirement does not apply to Direct Projects or Projects Exempt from the Attachment B process.*

2. Initiate a Position Request Form (PRF)

- Once the Attachment B is approved (if required), complete Steps 3 & 4 of the PRF via the RCUH Human Resources Portal. Step 3 requires information about the position, such as the requested job title, requested pay range, draft job description, job advertisement instructions, etc.
- A draft job description must be completed in advance using the [RCUH Job Description Template](#), which can be found in the relevant documents section in [Policy 3.234 RCUH Recruitment \(Regular Hires\)](#). The job description must be included with PRF submission.

3. Review Finalized Job Description

- The RCUH Human Resources Department will finalize the job description, complete the job classification, and send it to you for final review and approval. Upon your approval, RCUH will post and advertise the job for a reasonable period at your discretion. Refer to [Policy 3.234 RCUH Recruitment \(Regular Hires\)](#) for more details on posting options.

4. Receive Applications for Job Vacancy

- Applicants must apply online using the job search site. A complete application package includes their resume, cover letter, supervisory references, and copy of degree(s) or transcript(s) or certificate(s). Applications are accepted through 11:59 p.m. Hawai'i Standard Time (HST) on the closing date of the recruitment.
- If the applicant does not have access to the system and the closing date is imminent, application documents can be sent to rcuh_employment@rcuh.com. Unsolicited resumes will not be accepted; applicants must apply for a specific job vacancy.

5. Rank Applicants

- Once the recruitment closes, you must review all application documents and complete the initial ranking of all applicants based on their documented abilities to meet the primary qualifications as defined in the job description. The ranking is completed via the online HR Portal Applicant Review and Selection Summary (ARSS).

6. Interview Candidates for Position

- A reasonable number of qualified applicants must be interviewed. This is determined by the scoring in the Applicant Review panel of the ARSS. Once you have determined a cut-off score for interviewees, all applicants with an equal or higher score must be interviewed.
- All interviews must be conducted in a fair and consistent manner. Interviewers must comply with all Federal and State laws and ensure no discriminatory interview questions or practices are used. You must complete an [interview comment sheet](#) for each applicant interviewed. Interview scores must be input via the Interview/Recommendation panel of the ARSS. Please contact RCUH Human Resources Department at (808) 956-3100 if your applicant requires special accommodations (e.g., wheelchair accessible location, sign language interpreter, etc.) for assistance and guidance.

7. Conduct Supervisory Telephone Reference Checks

- Telephone reference checks are required to confirm an applicant's qualifications, work performance, and employment history. At least three job-related supervisory reference checks must be performed, and at least one must be current (within last three calendar years). The [Telephone Reference Check Form](#) should be used to document the reference check. When a telephone reference check is not feasible, an email reference check may be completed.

8. Recommend a Selectee for Hire

- Once you have identified the best qualified candidate, the Principal Investigator must submit their selection packet to RCUH Human Resources for review. A selection packet must include the documents as outlined in [Policy 3.235 RCUH Selection of Regular Hires](#). RCUH Human Resources will review the packet for the final determination within five (5) business days. Do not make a job offer to the selectee without RCUH Human Resources approval.

9. Make Job Offer to Selectee

- The offer of employment is made by the Principal Investigator after receiving approval from RCUH Human Resources. Although formal offer letters are not required, any offer letter must be submitted to RCUH Human Resources for review and approval prior to providing it to the selectee.

10. Have Selectee Complete Hiring Documents

- The selectee will be required to complete all hiring documents using the Electronic Hiring System (EHS). All individuals working in the United States must have work authorization and must complete Form I-9 as part of the hiring process. Upon completion and submission of all required documents, RCUH will review and approve hire. The new hire is not allowed to start working until a final hire confirmation email from RCUH is received. Refer to [Policy 3.236 RCUH New Hire Document Processing Policy](#) for more details.

HIRING PROCESS FOR NON-RECRUITED EMPLOYEES

1. Identify the Individual to Hire

- Make contingent offer of employment to individual.
- Obtain information, such as a copy of their resume, legal name, and email address.
- In addition, you must provide the (requested) hourly pay rate, project distribution(s) to charge salaries and fringes, and a brief description of the duties and responsibilities of the position.

2. Initiate the Non-Recruited Request

- Complete the Non-Recruited Request via the RCUH Human Resources Portal. The above information will need to be included with the request.

3. Forward Non-Recruited Request to RCUH Human Resources

- RCUH Human Resources will review the request and contact you if there are any questions or concerns.

4. Have Individual Complete Hiring Documents

Once the request is approved, the individual will be required to complete all hiring documents using the Electronic Hiring System (EHS). All individuals working in the United States must have work authorization and must complete Form I-9 as part of the hiring process. Upon completion and submission of all required documents, RCUH will review and approve hire. The new hire is not allowed to start working until a final confirmation email from RCUH is received.

THINGS TO KNOW

- All RCUH employees are State, non-civil service employees subject to the policies and procedures of RCUH, as well as the [State Ethics Code, Chapter 84, Hawaii Revised Statutes](#). Violations of the State Ethics Code may result in penalties as provided by law and personnel actions.
- All Regular-Status RCUH employees must complete the [New Hire Orientation](#) to successfully pass their 12-month probation period.
- All Regular-Status RCUH employees must complete any trainings as stated in their job description within the specified time period.
- All positions established through RCUH must have adequate funding to cover salaries and fringe benefits. This applies to all University of Hawai'i projects that employ RCUH employees (regardless of FTE or employment category).
- Health insurance is available for Regular-Status and Non-Recruited employees who meet eligibility requirements. The effective date of coverage is dependent on the date of hire.
 - If hired between the 1st and 20th of the month, benefits coverage is effective the first day of the following month (e.g., hired May 1, insurance effective June 1).
 - If hired between the 21st and the end of the month, benefits coverage is effective the first day of the second month (e.g., hired May 21, insurance effective July 1).
- RCUH will provide [visa/work authorization assistance](#) to projects that would like to invite foreign national individuals to engage in research and employment on a temporary basis, when appropriate. Assistance is generally limited to Regular-Status employment and it will depend on the type of position, nonimmigrant visa, and visa classification. For questions regarding immigration, you may contact rcuh_immigration@rcuh.com.

For more information on hiring RCUH employees, please visit www.rcuh.com (see [Policy 3.210](#)) or email rcuh_employment@rcuh.com.